

## Grant Writer and Administrator

The grant writer and administrator hired through the People and Possibilities Inc. will play a crucial role in organizing, delegating and executing the tasks necessary for People & Possibilities Inc. The grant writer and administrator will have the comprehensive oversight of existing, renewal and new funding contracts, grants, service agreements and MOU's.

- Plans, directs and coordinates activities of grants and/or other funded neighborhood programs to ensure that objectives are accomplished according to federal, state and local regulations.
- Research and apply for grants under the direction of the President for the benefit of People and Possibilities, Inc. or other related entities as directed.
- Effectively represent the People and Possibilities, Inc. and the NFHA mission and purpose.

### Skills:

- Minimum 3 years work experience involving duties concerning research, developing funding in applications, monitoring, planning or contracting of community service programs;
- Strong attention to detail;
- Strong leadership skills;
- Strong grant writing skills;
- Thorough knowledge of procedures related to public grant administration;

### Contract:

- 1-year contract
- \$1,500 per month
- NFHA employees are not eligible

Please send your letter of interest and resume to Ms. Angela Smith at [alsmith@nfha.org](mailto:alsmith@nfha.org) by February 15, 2024.